

9 Nov 2010

PQS QUALIFICATION SHEET**LEADS Production Team Supervisor (LPTS) Module**

Name of Trainee	Qualification Start Date	Date Qualified for LPTS

PQS Standard	Trainee (Signature)	PQS Qualifier (Signature)	Date
1. Training			
2. Station Visits			
3. NALTS Program			
4. Administration			
5. Final Qualifications			

	Discuss/ Initial			Demonstrate/ Initial			Remedial/ Re-qualify		
	T R A I N E E R	T R A I N E E R	D A T E	T R A I N E E R	T R A I N E E R	D A T E	T R A I N E E R	T R A I N E E R	D A T E
1. Training (COMNAVCRUITCOMINST 1130.8, 1140.3 and 1500.4). Demonstrate ability to train assigned personnel in the following areas:									
a. Effective telephone utilization									
b. Proper blueprinting									
c. Field Advertising Manual telephone script utilization									
d. Questioning/documentation techniques									
e. Rate of speech									
f. Voice inflection									
g. Completion of required forms, logs and reports									
h. Filing systems									
i. Time management									
j. NAVCRUITSTA LEADS Training (AC/RC)									
k. Complete Privacy Act 101,102,103									
2. Station Visits									
a. Explain the requirement for LPTS to conduct station visits									
b. Demonstrate the ability to train RinCs:									
(1) Market Identification									
(2) Overdue LEADS									
(3) Downloading LEADS									
(4) Required contacts									
c. Explain proper development of a training syllabus									
d. Demonstrate the ability to create a station visit trip report									
3. NALTS Program (COMNAVCRUITCOMINST 1140.3)									
a. Define Navy Advertising LEADS Tracking System (NALTS)									

	Discuss/ Initial			Demonstrate/ Initial			Remedial/ Re-qualify		
	T R A I N E E R	T R A I N E R	D A T E	T R A I N E E R	T R A I N E R	D A T E	T R A I N E R	T R A I N E R	D A T E
b. Explain how local LEADS are generated									
c. Explain processing of local LEADS and distribution flow to the field									
d. Describe tracking flow for local LEADS from initial response to final disposition for the following:									
(1) Direct Mail follow-up (AC/RC)									
(2) Newspaper response follow-up									
e. Describe how local advertising cost effectiveness is analyzed for both AC/RC									
(1) Newspaper Tracking Report									
(2) Direct Mail Tracking Report									
(3) Other Media Tracking Report									
f. Demonstrate how managers should effectively utilize production reports:									
(1) LEADS Production Report									
(2) Contract Analysis Report (Local/National)									
(3) Overdue LEADS Report									
(4) Disposition Analysis Report									
(5) Steam Report									
(6) DoD ASAD									
(7) Monthly Status Ranking/Summary Reports									
g. Explain how national LEADS are generated									
h. Describe the function of NOIC/NNRIC									
i. Explain processing of national LEADS and distribution flow to the field for AC and RC									
j. Describe tracking flow for National LEADS from initial response to final disposition									
4. Administration (COMNAVCRUITCOMINST 1130.8, 1131.2, 1140.3, 5400.1 and 5400.2)									

	Discuss/ Initial			Demonstrate/ Initial			Remedial/ Re-qualify		
	T R A I N E E R	T R A I N E R	D A T E	T R A I N E R	T R A I N E R	D A T E	T R A I N E R	T R A I N E R	D A T E
a. Explain the purpose of the following administrative items:									
(1) Recurring Monthly Reports									
(2) Logs and Records									
(3) Filing Systems									
(4) District Advertising Plan									
(5) District Marketing Operations Plan									
(6) LPT Budgeting Requirements									
(7) Publications									
(a) SOPMAN									
(b) NAVCRUITCOM Organization Manual									
(c) CRUITMAN-ENL									
(d) CRUITMAN-OFF									
(e) Field Advertising Manual									
(f) Applicable Instructions									
b. Describe knowledge of LPT Advertising Coordinator (civilian) position description (PD) and NSPS reporting and evaluation requirements.									
c. Describe the purpose and functions of direct mail name list management, Postal Soft software, standard mail, presorted and automated mail, and the USPS domestic mail manual.									
5. Final Qualifications (COMNAVCRUITCOMINST 1130.8 and 1136.2)									
a. Served successfully for minimum 180 days in Recruiter and/or RinC billet									
b. E7 or above with NEC 9585									
c. Completed training with N7/NORU									

6. Record of Qualification:

a. Recommended for PQS Qualification Board. Date: _____

I, _____, certify that _____
(Name/Rate/Qualifier Position) (Name/Rate)
is ready for final qualification by a PQS Board for the position of LEADS
Production Team Supervisor.

Qualifier's Signature: _____

Qualification Board: Date: _____

We certify the examinee to be fully qualified for the position of LEADS
Production Team Supervisor.

Board President (Name/Rate/Position) (Signature)

Board Member (Name/Rate/Position) (Signature)

Board Member (Name/Rate/Position) (Signature)

Board Member (Name/Rate/Position) (Signature)

Board Member (Name/Rate/Position) (Signature)

b. Reviewed

PQS Training Officer, NRD _____
(Signature/Date)

c. Approved

Commanding Officer, NRD _____
(Signature/Date)

d. Service Record Entry (Page 4)

Chief Administrator, NRD _____
(Signature/Date)

You are hereby granted an extension. Your new maximum qualification date is
_____. (Attach a copy of extension request with justification).

PQS Training Officer

Copy to:
Member's Training Record